F+U Academy of Languages

2019 Berlin

Language courses
University preparation
Corporate training
Test centre
Language tours
Accommodation

Academy of Languages
Heidelberg · Berlin

www.fuu-languages.berlin
Since the fall of the Iron Curtain and the end of division by the Berlin Wall, the city has experienced architectural and cultural renewal to become the epitome of a twenty-first century global metropolis: young, dynamic and international. But Berlin hasn’t ever denied its eventful history. Reflected in the steel and glass of the Reichstag’s cupola and the postmodern shopping centres are opulent, historic buildings of the imperial era, alongside monuments and memorials of the post-war period. The reconstruction of the Prussian City Palace embodies Berliners’ construction sense of tradition at its very best: behind the historic façades, the state-of-the-art Humboldt Forum is to become a meeting place for the world’s cultures and nations. Berlin’s creative and start-up scene also draws its inspiration from this rich contrast; since 2006 the city has been honoured with the title ‘UNESCO City of Design’.

Over 150 concert halls and theatres, three opera houses, 200 museums and art collections, 440 galleries displaying works by over 6,000 contemporary artists, and some of the world’s most popular nightclubs, including the Berghain and the Prince Charles, all vie for the attention of over thirteen million visitors a year from all corners of the globe. As a crowdfull, the relatively new Berlinale, which takes place in three hundred cinema auditoriums, now rivals the established European film festivals in Venice and Cannes. Meanwhile, music lovers are spoilt for choice by some of the best symphony orchestras and choirs in the world. The Museum Island, with its five monumental buildings, is not only a United Nations World Heritage Site and the centre of one of the most renowned ‘Long Night of the Museums’, founded here in 1997 and replicated many times all over the world. There are plenty of memorable nights out to be had the rest of the year too. Berlin’s vibrant pub and café scene never sleeps, and there are nearly 5,000 restaurants, 900 pubs, 200 bars, countless all-night convenience stores (‘Spätis’) and more doner cafés than in Istanbul to be found in the diverse and distinctive neighbourhoods (‘Kiez’). During the festive sea-son Berlin offers more Christmas markets than any other European city (over eighty in 2017 alone), and later hosts the largest New Year’s Eve party on the continent, with a million visitors welcoming in the New Year between the Victory Column and the Brandenburg Gate.

By day, Germany’s capital city is a centre of science par excellence. Its thirty-nine universities and institutes of higher education - including some of Germany’s most renowned schools of art, design and music - currently attract greater numbers of students than any other federal state. More than 187,000 students were registered here during the winter semester 2017/2018. Both the renowned Humboldt University (founded 1810/11) and the Freie Universität Berlin, which achieved special merit for its ‘International Network University’ future strategy concept, were recognised as German elite universities for the third time in succession within the framework of the Excellence Initiative. The Berliner Chor is the largest medical faculty in Europe, while the Berlin State Library, one of eighty-four public libraries, holds over ten million printed volumes and is the largest scientific university library in the German-speaking world.

Berlin is not only the European Union’s second largest city (nine times the area of Paris), but also its greenest. A third of Berlin’s total area consists of greenery, woodland and water. 440,000 trees line the streets, and together with 30,000 hectares of countryside, countless parks and public gardens - such as the Berlin Tiergarten Park and the Botanical Garden in Dahlem - they sustain the unrivalled and famed ‘Berlin air’. Nearby, two natural paradises, the Grunewald and Spreewald, are ideal for walking, camping, swimming and sailing.

The two airports, Tegel and Berlin-Schönefeld, offer convenient international connections to the city, as do the many reasonably-priced long-distance buses that depart regularly from the central bus station (ZOB) en route to other European destinations.
More than just a Language School

The non-profit F+U Group of Companies is one of the largest private education providers in Germany. It has centres throughout the Federal Republic as well as in other European countries, and cooperates with state and private education providers all over the world. In the capital city, Berlin, F+U specialises in professional and continuing further education, as well as commercial retraining and qualifications.

The successful dual-study model of the bachelor degree programme and the modern, distance, full-time and dual-study master’s programmes at the University of Applied Sciences for Business, Technology and Culture (Hochschule für Wirtschaft, Technik und Kultur - hwtk) offer young people practice-focused education. Increasingly, the programmes are designed to meet the needs of international students; the new BA International Management programme is delivered in English.

Since 2013, the F+U Academy Of Languages Berlin has further developed its range of programmes with the introduction of world-class, academically demanding language and computer courses. The Berlin school is continuing the tradition first begun in 1980 in the romantic Necker city of Heidelberg. As the original F+U language school, the Academy Of Languages Heidelberg welcomes over 10,000 learners and examination candidates from over 100 countries every year and is one of the largest and most successful language schools in Germany.

Our innovative network of teaching experience and educational competence benefits all our language learners in Berlin. Our learners include international students aiming to improve their German in readiness for higher education or preparing for the Feststellungsprüfung with the help of our International Prep School. They also include Berliners keen to enhance their foreign language skills, for example in Business English or in preparation for the TOEFL® exam. Our flexible in-house training is also a popular choice for companies and diplomatic representatives.

Since January 2017 our Berlin language school has also functioned as the International Office of the University of Applied Sciences for Business, Technology and Culture (hwtk). This means we are able to support international university applicants throughout the entire application process and offer valuable facts and tips and information, also during the language course. Further information on pages 16 and 18.

Your Reasons for Choosing F+U Berlin

• Central location by Potsdamer Platz and excellent public transport connections (three underground/rail stations, all within a three-minute walk: Potsdamer Platz, Anhalter station, Mendelssohn-Bartholdy-Park), The Sony-Center, Brandenburg Gate, Government District, Tiergarten, Checkpoint Charlie and two of Berlin’s largest and most popular shopping centres (Mall of Berlin, Shopping Arcades) are within walking distance. Light, pleasant classrooms in the historic Gründerzeit building of the F+U International Training Campus. Barrier-free access, an accessible WC and separate wheelchair lift are provided. Several car parks available nearby.

• Long-standing experience of language teaching, targeted examination preparation, corporate training, Erasmus+ programmes and the organisation of language tours; state-recognised Vocational College for Foreign Languages in Heidelberg.

• A wealth of educational competence: F+U operates the University of Applied Sciences for Business, Technology and Culture (hwtk), the International University of Cooperative Education (iba), bilingual schools (primary school, Gymnasium secondary school), a Realschule secondary school, an international boarding school and several colleges specialising in professional and foreign language training. Since September 2017 F+U has also offered the International Baccalaureate® diploma programme for international school pupils.

• Test centre for TOEFL®, TestDaF, IELTS, TOEIC® and more. In 2017 we also became an approved telc University Competence Centre.

• Affiliations and partnerships: FaDaF (Fachschaft Deutsch als Fremdsprache); VDP (Federation of Private Schools in Germany); AOK (Allgemeine Ortskrankenkasse - statutory health insurance provider); Euroholding (European Hotel Diploma); DRV - German Travel Association; Olympiastützpunkt Rhein-Neckar e.V. (Olympic Training Centre); Deutsches Jugendherbergsverband (German Youth Hostel Association) and more.

• Planning reliability thanks to year-round guarantee of provision for our language courses.

• International atmosphere and free language tandems with learners from over 100 countries and German students at the F+U hwtk university of applied sciences and at other F+U branches.

• Lessons on Tour Programme: identical language courses in Heidelberg and Berlin with a no-fuss switch of study centre.

• A range of exclusive accommodation directly on campus, in private apartments, with host families and in the exclusive F+U student hostel (equipped with TV, Wi-Fi, private bathroom, located just one stop - or a fifteen-minute walk - from the school). Organisation of bespoke accommodation (holiday homes, hotel rooms) on request. See from page 21 for further information.

• Outstanding value for money.

• Committed to quality: A certified quality management system (DIN EN ISO 9001:2008) continuously monitors our compliance with important quality standards.

The Victory Column (1873) – originally a war memorial commemorating the Prussian victory over Denmark, Austria and France, today a peaceful observation point with views across Berlin’s largest public park (Tiergarten) (residence of the Federal President). The gilded statue of Victoria, the goddess of peace (1913).
Information and Regulations

Cultural and Leisure Activities
F+U offers a varied cultural and leisure programme consisting of at least one activity per week throughout the year and at least two activities a week in the summer season (July and August). Examples include orientation tours of Berlin’s city centre (free); regular ‘Stammtisch’ gatherings (free); cycling tours of Berlin’s most attractive districts (free); boat trips on the Spree; visits to the Berliner Hofbräuhaus (parliament); museum and concert visits; sporting activities (e.g. climbing, canoe tours in the Spree forest and more); company tours; afternoon phonetics workshops; academic writing for university, university applications (e.g. through Uni-Assist), training for interviews and oral exams; all-day or half-day excursions to Poland, Potsdam, Leipzig, Hamburg and Dresden and much, much more. The minimum number of participants, the fee and the registration deadline are all based on the type of activity.

For further information see page 19 and news.fuu-languages.berlin.

Dancing and celebrating on the banks of the Spree, opposite Museum Island.

The Berliner Dom (1894-1905), Berlin’s largest church and Museum Island’s most prominent landmark, has a history dating back as far as the early Middle Ages.

School, Lessons, Holidays
- School opening hours: Monday and Thursday: 08:00-19:00; Tuesday, Wednesday, Friday: 08:00-18:00; Saturday and Sunday: on request.
- Our language courses are professionally orientated or prepare learners for higher education, and can lead to an international recognised language certificate.
- Our courses are taught by experienced, highly qualified teachers.
- One teaching hour (TH) is 45 minutes.
- Minimum age: group courses, 16 years. Exceptions by arrangement (languages.berlin@fuu.de).
- Class size: See the respective course description for information.
- Guaranteed provision, minimum participant numbers: Confirmed courses are held even without the minimum number of participants. Four learners. The booked number of hours is reduced by 25% (two or three learners) or by 50% (one learner). To compensate, learners can participate in another group course.
- Public holidays: 01.01, 19.04, 01.05, 30.05, 10.06, 03.10. Missed lessons can be taken at the end of the course, provided that a written request is received no later than 14.30, one day before the respective public holiday. Evening courses and individual lessons are rescheduled automatically without the need for a written request.
- School holiday: 23.12 - 27.12 2019; no holiday request is required for these days; the length of the course booked is automatically extended by one week. Please don’t forget to extend your F+U accommodation (where applicable). Individual lessons are available on request.
- Individual holiday: The booked course is extended by the length of the holiday as requested in writing and confirmed by the school; all written requests should be submitted to languages.berlin@fuu.de.
- Intensive courses: Two weeks’ holiday (Monday-Friday) per quarter (12 course weeks); written requests must be received no later than Thursday, 16.00, before the start of the holiday. The minimum holiday period is one full course week (Monday to Friday). Please don’t forget to extend your F+U accommodation (where applicable).
- Evening courses: No limit; requests must be received no later than 16.00 on the day of the course.
- Individual lessons, small closed groups, company training: Cancellation of the lesson is possible without charge before 16:00, one day before the scheduled lesson.
- Main course: Lessons are differentiated by level according to the Common European Framework of Reference for Languages (see page 10). The focus is on all key standard language skills (grammar, reading, listening, comprehension, writing and speaking). For German courses from the middle level B2, specific examination preparation is also offered to complement the standard course.
- Module course: These courses consolidate and further develop specific skills (e.g. grammar, conversation and pronunciation). The module courses complement and build on the content of the main course. Learners with sufficient knowledge of the language can also take a module as stand-alone language course. It is possible to switch between the modules.
- International Test Centre: Our centre offers you the opportunity to take internationally recognised examinations such as TOEFL, TestDaF, TOEIC® and more.
- The school has barrier-free access, a separate lift platform from the ground floor to the mezzanine and accessible WCs in the school and accommodation areas.

Course Transfer, Change of Study Centre, Cancellation
- Applications to change the course level or module must be received by the school administration office by Thursday, 16.00, for the subsequent week. Please note that in many cases a change of course level requires a new placement test and the approval of the previous teacher.
- Change of study centre: Our popular Lessons On Tour programme enables learners to switch school locations between Heidelberg and Berlin, free of charge (see page 17). If booked after the start of the course, a fee of €100 is payable for changing the study centre to our language school in Heidelberg. Applications to change the centre must be received at least two weeks in advance.
- Cancellation of the course is possible without charge until two weeks before the start of the course, after which the following cancellation charges apply: one week before the start of the course: €50; by Friday, 12.00 before the start of the course: €100; after this notice period but before the start of the course: the registration fee plus the course fee for one week/month’s (evening courses) course or, in the case of individual lessons, the course fee for two individual teaching hours.
- Once the course has started, cancellation of the course or reduction of the course duration is possible only in cases prescribed by law (see further information in our General Terms and Conditions).
- Cancellation of accommodation booked through F+U is possible with four weeks’ notice (for further regulations see page 22 and our General Terms and Conditions).

Fees, Discounts
- Registration fee (for the first course only): €35 (group bookings for 3+ people: €20 per person; 5+: €10 per person).
- Family discount (siblings, parents): 5% per person off the course fee.
- The quoted discounts for larger course bookings are valid only for prepayment in full.
- Unless otherwise stated, all course fees are per person and accommodation rates per room/apartment.
- Free services: Placement test, progress tests, free Wi-Fi in the school, certificate of participation (collected from the school on the last day of the course), documentation for authorities, student ID card, in-house library (lending and reference), computer work stations in the library reading room, organisation of language tandems, a variety of leisure activities, free advice for university applicants provided by the team at the F+U hwtk University of Applied Sciences (see page 18).
- Learning materials: German course books ca. €35 per level (textbook and workbook); English course books ca. €55 per level (textbook and workbook). The books can also be borrowed for a small fee and with a deposit.
- The prices and services stated in this brochure are valid until the publication of a new price list. Errors and omissions excepted.
- Information specified in the German and English versions of the price list is authoritative. All other translations are intended solely for orientation in the respective language.
- Non-profit education provider: F+U’s services are generally exempt from Value Added Tax.

For the latest information on activities see the notices in the school and news.fuu-languages.berlin
The test scores indicated refer to the Listening and Reading parts of the TOEIC® examination.

All language examinations can be taken at the F+U Academy of Languages or at one of our partner institutions.

### Course Levels

#### Common European Framework of Reference for Languages (CEFR)

<table>
<thead>
<tr>
<th>CEFR Levels</th>
<th>TH per Level</th>
<th>Language Certificates*</th>
<th>Course Duration (one course level)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>160</td>
<td>English A1, LCCI-Preliminary 1, TOEIC® 10-120²</td>
<td>7-8 weeks each; C1 and C2: at least 8 weeks. Evening courses: ca. 4.8 months. For individual lessons the total number of hours required to complete a course level is reduced by ca. 50%.</td>
</tr>
<tr>
<td>A2</td>
<td>160</td>
<td>English A2, LCCI-Preliminary 2, TOEIC® 120-225²</td>
<td>7-8 weeks each; C1 and C2: at least 8 weeks. Evening courses: ca. 4.8 months. For individual lessons the total number of hours required to complete a course level is reduced by ca. 50%.</td>
</tr>
<tr>
<td>B1</td>
<td>160</td>
<td>English B1, B1 Business, LCCI-1, TOEIC® 226-550², TOEFL® ITP 47-86</td>
<td>7-8 weeks each; C1 and C2: at least 8 weeks. Evening courses: ca. 4.8 months. For individual lessons the total number of hours required to complete a course level is reduced by ca. 50%.</td>
</tr>
<tr>
<td>B2</td>
<td>160</td>
<td>English B2, B2 Business, LCCI-2, TOEIC® 551-785², TOEFL® ITP 87-110</td>
<td>7-8 weeks each; C1 and C2: at least 8 weeks. Evening courses: ca. 4.8 months. For individual lessons the total number of hours required to complete a course level is reduced by ca. 50%.</td>
</tr>
<tr>
<td>C1</td>
<td>160+</td>
<td>English C1, C1 Business Correspondence Clerk, LCCI-3, TOEIC® 786-945², TOEFL® ITP 110-120</td>
<td>7-8 weeks each; C1 and C2: at least 8 weeks. Evening courses: ca. 4.8 months. For individual lessons the total number of hours required to complete a course level is reduced by ca. 50%.</td>
</tr>
<tr>
<td>C2</td>
<td>400</td>
<td>English C2, C2 Business Correspondence Clerk, TOEIC® 946-999²</td>
<td>7-8 weeks each; C1 and C2: at least 8 weeks. Evening courses: ca. 4.8 months. For individual lessons the total number of hours required to complete a course level is reduced by ca. 50%.</td>
</tr>
</tbody>
</table>

*All language examinations can be taken at the F+U Academy of Languages or at one of our partner institutions.
*The test scores indicated refer to the Listening and Reading parts of the TOEIC® examination.

#### International Test Centre

**Please note:** Not all Academy of Languages study centres are currently able to offer an identical range of examinations. We will be pleased to inform you where and when an examination place is available.

<table>
<thead>
<tr>
<th>Examinations</th>
<th>Languages(s)</th>
<th>Description</th>
<th>2019 dates</th>
<th>Fees¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>TestDaF®</td>
<td>German</td>
<td>Test Deutsch als Fremdsprache</td>
<td>Required for enrolment at German universities (equivalent to DSH)</td>
<td>12.03, 10.04, 23.05, 18.07, 12.09, 05.11</td>
</tr>
<tr>
<td>telc</td>
<td>German, Italian, Russian</td>
<td>The European Language Certificates</td>
<td>Evidence of foreign language skills (A1-C2)</td>
<td>Registration 6 weeks in advance; late registrations are subject to an additional fee. Dates: see below²</td>
</tr>
<tr>
<td>C1 Hochschule</td>
<td>German</td>
<td>For adults intending to study at a German-speaking university (equivalent to DSH/TestDaF)</td>
<td>Registration 6 weeks in advance; late registrations are subject to an additional fee. Dates: see below²</td>
<td>Individual exam: € 180 Group exam: € 120 per candidate (minimum 10 candidates)</td>
</tr>
<tr>
<td>telc</td>
<td>Italian, Russian</td>
<td>Test Deutsch als Fremdsprache in der Wirtschaft</td>
<td>The exams evidence the specialist language competence required by qualification recognition authorities and medical institutes.</td>
<td>Registration 6 weeks in advance; late registrations are subject to an additional fee. Dates: see below²</td>
</tr>
<tr>
<td>TestAS</td>
<td>German, English</td>
<td>Test for Academic Students</td>
<td>Aptitude test for international students entering higher education; not yet obligatory</td>
<td>07.03, 27.04, 25.05, 26.10</td>
</tr>
<tr>
<td>onSET</td>
<td>German/English</td>
<td>Internet test</td>
<td>Registration dates: see below²</td>
<td>€ 20 (minimum 5 candidates)</td>
</tr>
<tr>
<td>Test WDaF©</td>
<td>German</td>
<td>Test Deutsch als Fremdsprache in der Wirtschaft</td>
<td>Standardised, business-focused German test (A2-C2)</td>
<td>Dates: see below²</td>
</tr>
<tr>
<td>TOEFL® IBT®</td>
<td>English</td>
<td>The world’s most popular test of English for business purposes</td>
<td>Registration 1 week in advance</td>
<td>Several dates throughout the year.</td>
</tr>
<tr>
<td>TOEIC®</td>
<td>English</td>
<td>The world’s most popular test of English for business purposes</td>
<td>Registration 6 weeks in advance; late registrations are subject to an additional fee. Dates: see below²</td>
<td>Each € 180 (supplement for express marking and for individual dates on request)</td>
</tr>
<tr>
<td>LCCI (London) Chamber of Commerce and Industry</td>
<td>English</td>
<td>Test of professional English</td>
<td>Dates unknown at the time of going to press.</td>
<td>From € 135</td>
</tr>
<tr>
<td>DELE</td>
<td>Spanish</td>
<td>Diploma de Español</td>
<td>The Diploma Superior is required for admission to Spanish universities.</td>
<td>April, May, October, November</td>
</tr>
<tr>
<td>Foreign Language Correspondence Clerk</td>
<td>German, English, Spanish, French, Chinese, Russian and more</td>
<td>State recognition for Chinese, English, French, Japanese, Russian and Spanish.</td>
<td>Start in September</td>
<td>See page 27</td>
</tr>
<tr>
<td>European Secretary</td>
<td>English, Spanish, French</td>
<td>Examinations are available for further languages, for example the examinations offered by the IHM. Further information on request.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multilingual Correspondence Clerk</td>
<td>English, Spanish, French and more</td>
<td>Evidence of strong IT skills; seven modules</td>
<td>Registration 2 weeks in advance</td>
<td>€ 50 per module plus € 60 for the Skills Card</td>
</tr>
<tr>
<td>TOEC®</td>
<td>English</td>
<td>Evidence of strong IT skills; seven modules</td>
<td>Registration 2 weeks in advance</td>
<td>€ 50 per module plus € 60 for the Skills Card</td>
</tr>
<tr>
<td>F+U in-house language tests</td>
<td>All languages</td>
<td>Individually designed language exams in accordance with the CEFR. Express marking and F+U certificate included. F+U learners: € 75, external: € 150 (incl. registration fee). The exam is offered every Thursday afternoon; registration at least one week before the requested date.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹Status July 2018
²12.01, 09.02, 09.03, 13.04, 11.05, 08.06, 13.07, 10.08, 12.09, 10.11, 14.12
³17.01, 21.02, 21.03, 18.04, 16.05, 20.06, 25.07, 22.08, 19.09, 17.10, 11.11, 12.12
⁴October 2018
⁵Status January 2019
⁶www.fuu-languages.com www.fuu-languages.berlin
Individual Courses

- Registration fee (for the first course only): €35 (group bookings for 3+ people: €20 per person; 5+ people: €15 per person).
- Family discount (siblings, parents): 5% per person off the course fees.
- One teaching hour (TH) is 45 minutes.
- Please see page 3 for further important information.

The benefits at a glance:
- No registration fee for booking up to three trial lessons (registration is payable from the fourth teaching hour).
- No charge for canceling a lesson if written notification is received by 16:00 one day in advance (languages.berlin/fuu.de).
- Teaching hours: Monday–Friday: 08:00–20:00; weekend lessons available with a supplement.
- The lesson structure and content are tailored to your requirements.
- You can form a free language tandem with our German course learners from England, the USA, China, Japan, Russia, Italy, Spain, Brazil, France and several other countries. Language tandems are also possible with students at our hark University of Applied Sciences (see page 7).
- Lessons in large groups: We will be pleased to provide a special quotation.
- Languages offered: Arabic, Brazilian Portuguese, Bulgarian, Chinese, Croatian, Czech, Dutch, English, French, German, Greek, Hungarian, Italian, Japanese, Norwegian, Polish, Portuguese, Romanian, Russian, Spanish, Swedish, Turkish, Ukrainian further languages on request.
- Language groups:
  - Language group I: English, French, German, Italian, Polish, Russian, Spanish, Turkish.
  - Language group II: Bulgarian, Croatian, Czech, Greek, Portuguese (not Brazilian).
- Language group III: All other languages.
- Specialistl course I: Business, literature, examination preparation, translation, training.
- Specialist language II: Medicine, care professions, technology, cost-performance analysis, accounting.
- Further specialist language fees on request; additional information on our Corporate Language and Company Training can be found on page 17.

Individual Courses - Small Groups - Company Training

<table>
<thead>
<tr>
<th>Individual lessons</th>
<th>Language Group I</th>
<th>Language Group II</th>
<th>Language Group III</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3 trial lessons²</td>
<td>€ 30</td>
<td>€ 35</td>
<td>€ 30</td>
</tr>
<tr>
<td>4-30 TH</td>
<td>€ 26</td>
<td>€ 32</td>
<td>€ 35</td>
</tr>
<tr>
<td>31-99 TH</td>
<td>€ 24</td>
<td>€ 32</td>
<td>€ 35</td>
</tr>
<tr>
<td>From 100 TH</td>
<td>€ 22</td>
<td>€ 36</td>
<td>€ 40</td>
</tr>
<tr>
<td>1-3 trial lessons²</td>
<td>€ 37</td>
<td>€ 40</td>
<td>€ 40</td>
</tr>
<tr>
<td>4-30 TH</td>
<td>€ 30</td>
<td>€ 38</td>
<td>€ 40</td>
</tr>
<tr>
<td>31-99 TH</td>
<td>€ 28</td>
<td>€ 38</td>
<td>€ 40</td>
</tr>
<tr>
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<td>€ 38</td>
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<td>From 100 TH</td>
<td>€ 26</td>
<td>€ 38</td>
<td>€ 40</td>
</tr>
</tbody>
</table>

- The stated prices are per teaching hour (TH, 45 minutes).
- No registration fee charged.
- Block a course with friends or colleagues with the same language level and share the cost.

English

- Registration fee (for the first course only): €35 (group bookings for 3+ people: €20 per person; 5+ people: €15 per person).
- Family discount (siblings, parents): 5% per person off the course fees.
- One teaching hour (TH) is 45 minutes.
- Lessons missed due to public holidays are rescheduled.
- The course fee discount is only available for advance payment of at least 6 months.
- Please see page 3 for further important information.

German as a Foreign Language

<table>
<thead>
<tr>
<th>Course number</th>
<th>Course title</th>
<th>Level</th>
<th>TH / month</th>
<th>Learners</th>
<th>Course days 18:30-20:00</th>
<th>Fee per month 1-5 mths</th>
<th>From 6 mths</th>
<th>Course start*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Main course Standard German</td>
<td>Acquisition of the various languages competences in homogenous groups; levels A1-C1</td>
<td>16</td>
<td>4-15</td>
<td>Monday, Thursday</td>
<td>€ 125</td>
<td>€ 100</td>
<td>Every Monday</td>
</tr>
<tr>
<td>2</td>
<td>Main course plus module course</td>
<td>Participation in a skills consolidation module course to complement the main course</td>
<td>24</td>
<td>4-15</td>
<td>Monday, Wednesday = Thursday</td>
<td>€ 175</td>
<td>€ 130</td>
<td>Every Monday</td>
</tr>
<tr>
<td>3</td>
<td>Module course Grammar</td>
<td>Grammar consolidation course (A1-A2) or conversation focus (B1-C1)</td>
<td>8</td>
<td>4-15</td>
<td>Wednesday</td>
<td>€ 100</td>
<td>€ 80</td>
<td>Every Wednesday</td>
</tr>
<tr>
<td>4</td>
<td>Intensive course Standard German</td>
<td>A course to complement the main and module courses with flexible individual lessons; from level A1</td>
<td>24</td>
<td>4-16</td>
<td>1L</td>
<td>€ 350</td>
<td>€ 325</td>
<td>Every Monday</td>
</tr>
</tbody>
</table>

The courses run continuously. Start for complete beginners: 07.01, 04.02, 04.03, 01.04, 06.05, 03.06, 01.07, 05.08, 02.09, 07.10, 04.11, 02.12.

Premium Business Programme

Be ready for new challenges: We offer compact, professionally relevant crash courses for all levels in Chinese*, English, French, German, Italian, Japanese*, Polish, Russian and Spanish. (Supplement for Chinese or Japanese: 25%)

<table>
<thead>
<tr>
<th>Course number</th>
<th>Course title</th>
<th>Level</th>
<th>TH / month</th>
<th>Learners</th>
<th>Course days 18:30-20:00</th>
<th>Fee per month 1-5 mths</th>
<th>From 6 mths</th>
<th>Course start*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Main course standard English</td>
<td>Acquisition of the various languages competences in homogenous groups; levels A2-C1</td>
<td>8</td>
<td>4-10</td>
<td>Monday</td>
<td>€ 80</td>
<td>€ 60</td>
<td>Every Monday</td>
</tr>
<tr>
<td>2</td>
<td>Main course + module course</td>
<td>Participation in a module course to complement the main course</td>
<td>16</td>
<td>4-10</td>
<td>Monday, Thursday</td>
<td>€ 130</td>
<td>€ 110</td>
<td>Every Monday</td>
</tr>
<tr>
<td>3</td>
<td>Module course standard English</td>
<td>Grammar consolidation course (A1-A2) or conversation focus (B1-C1)</td>
<td>8</td>
<td>4-10</td>
<td>Thursday</td>
<td>€ 100</td>
<td>€ 80</td>
<td>Every Thursday</td>
</tr>
<tr>
<td>4</td>
<td>Intensive course standard English</td>
<td>A course to complement the main and module courses with flexible individual lessons; from level A2</td>
<td>16</td>
<td>4-10</td>
<td>1L</td>
<td>€ 450</td>
<td>€ 420</td>
<td>Every Monday</td>
</tr>
</tbody>
</table>

*The courses run continuously. Start for complete beginners: on request.
**Intensive Courses**

- Registration fee (for the first course only): €35 (group bookings for 3+ people: €20 per person; 5+ people: €15 per person).
- Family discount (siblings, parents): 5% per person off the course fees.
- One teaching hour (TH) is 45 minutes.

Discounts are only available for advance payment of at least five or twelve weeks; the fee for the academic year must be fully paid in advance.

- Please see page 9 for further important information.

**German as a Foreign Language**

**Course start:** Every Monday throughout the year; complete beginners: 07.01, 04.02, 04.03, 01.04, 06.05, 03.06, 01.07, 05.08, 02.09, 07.10, 04.11, 02.12

**Course no.** | **Course title** | **Course description** | **TH / Week** | **Course time (Mon-Fri)** | **Flexible course duration (fee per week)** | **Academic year (fee per course)**
---|---|---|---|---|---|---
13 | Main course Standard German or exam preparation (TestDaF® / telc C1 Hochschule®) | Acquisition of the various language competencies in homogenous groups. Levels A1-C1. From level B2.2. Exam preparation or standard German | 20 | 4-15 | 09:00-12:15 | € 145 | € 130 | € 110 | € 925 | € 3900
14 | Main course + module course | Participation in module courses I - III to complement the main course | 20 | 4-15 | 09:00-12:15 | € 190 | € 170 | € 140 | € 3410 | € 5250
15 | Super-intensive course - Main course + module course + IL | A combination of group and bespoke individual lessons | 20 | 4-15 | 09:00-12:15 | € 345 | € 315 | € 305 | € 7480 | € 11760
16 | Module course I Grammar | Consolidation grammar course; from level A1 | 10 | 4-15 | 13.00-14:30 | € 105 | € 80 | € 55 | - | -
17 | Module course II Conversation | Consolidation course with focus on conversation; from level B1 | 10 | 4-15 | 13.00-14:30 | € 105 | € 80 | € 55 | - | -
18 | Module course III Exam preparation | Consolidation course preparing for TestDaF® or telc C1 Hochschule® from level B2.L2 | 20 | 4-6 | 09:00-12:15 | € 350 | € 300 | Maximum 9 weeks

1) Our TestDaF preparation courses start four weeks before the exam week: 14.01, 11.03, 23.04 (Tues); 17.06, 12.08, 07.10. Before and after these courses learners can join our standard German courses. Preparation for telc C1 Hochschule® is offered provided there is sufficient demand, two weeks before the week of the respective exam week (see dates on page 11).

2) Placement in international groups is guaranteed for German (A1-C1); English on request.

**Mini group**

- Ideal for learners aged 30+; concentrated, individually guided lessons in small groups; levels A2-C1.

- Placement tests, progress tests, certificate of participation, use of library, reading room and computer workstations, Wi-Fi.

- Special discount: For all group bookings between 29 July and 24 November we offer a special 10% discount off all modules.

**Group Packages**

**English, German plus English**

- Placement in international groups is guaranteed for German (A1-C1); English on request.

**Course start:** No. 25, 28, 54: 01.07, 08.07, 15.07; 22.07, 29.07, 05.08, 12.08, 19.08, 26.08 (additional dates by arrangement); complete beginners in German and English: 01.07, 05.08 (additional dates by arrangement)

**Course no.** | **Course title** | **Course description** | **TH / Week** | **Course time (Mon-Fri)** | **Flexible course duration (fee per week)** | **Academic year (fee per course)**
---|---|---|---|---|---|---
25 | German (main course) + English (main course) | German and English in full, parallel intensive courses; internationally recognised examinations offered (telc, TestDaF, TOEFL®®) | 20 | 4-15 | 09:00-12:15 | € 235 | € 205 | € 195
26 | Main course standard English | Acquisition of the various language competencies in homogenous groups; levels B1-C1 | 15 | 4-10 | 13.00-15:30 | € 130 | € 105 | € 95
27 | Specialisation course: Main course standard English + individual lessons English | A combination of group and specialist individual lessons, e.g. preparing for the TOEFL® exam | 10 | 4-10 | 09:00-12:15; 13.00-15:30 | € 340 | € 315 | € 300

1) Course times for the individual lessons can be arranged in agreement with the teacher.

2) The TOEFL®, telc and TestDaF exams can be taken at the school (see page 11 for further information).

**Arrival:** Sunday (after 12.00); **Departure:** Saturday (by 10.00). Single rooms can be booked for a supplement. We will be pleased to provide a quotation. Please see page 21 for more accommodation information. Special accommodation including in hotels and youth hostels is available on request. We will be pleased to prepare an individual quotation: languages.berlin@fuu.de

**Additional meals:** All meals are taken in Berlin, for example in the school cafeteria or in our partner restaurants. During excursions groups are responsible for their own meals. Additional meal options (price per accommodation week - i.e. from Sunday evening to Saturday morning - and per person; includes one soft drink/water or a cup of coffee/tea at each meal):

- Breakfast €50, lunch €50, evening meal €50;
- Lunch €30, dinner €30;
- Evening meal: single rooms (mornings, lunchtime) €150, double rooms (mornings, evenings) €170.

**Sonnenseite Palace**

Throughout the year we offer special packages. These are designed for class trips or groups of at least five adults wishing to improve their language skills while experiencing German culture in the country's most attractive metropolises. Our diverse cultural programme offers plenty of variety and can be tailored to the specific interests of the group participants. To round off the perfect language trip, accommodation with or without meals can be booked in our halls of residence or with host families.
Lessons on Tour

The Academy of Languages offers the intensive German as a Foreign Language courses both in Berlin and Heidelberg. At no extra charge, you can take your language course at either school. All you need to do is inform us when you register which course you wish to take at which school, and for how long. The language courses are designed to allow a change of study centre at any time.

If you have already begun your course and then opt for our Lessons on Tour programme, it is still possible to change venues after a notice period of two weeks and payment of a €100 fee (subject to availability of accommodation).

Corporate Language Training

Since 2013, the F+U Academies of Languages Berlin has been delivering training to international diplomatic missions, federal agencies, global property and insurance companies, luxury-sector travel operators and innovative start-ups. Our Corporate Language Training offers bespoke language training for companies and organisations in over twenty languages, for example English, German, French, Italian, Spanish, Chinese and Russian. Thanks to their modular structure the training courses can be tailored to meet the individual needs of a sector or company department. The training can be held as group courses, individual lessons, day seminars or weekend workshops, either in-house or at our school.

The Corporate Language Training programme offers the following specialisations:

- Sector-specific terminology
- Commercial correspondence, emails and reports
- Meetings and negotiations
- Intercultural awareness and communication strategies

Please see page 12 for prices.

Educational Leave in Berlin

Registration fee (for the first course only): €35
Course start: 07.01, 04.02, 04.03, 01.04, 06.05, 03.06, 07.07, 05.08, 02.09, 07.10, 04.11, 02.12

F+U offers educational leave to learners in Baden-Württemberg, Rhineland-Palatinate and Hessen; further accreditations on request.

Course no. Language Course description TH/week Learners Course time (Mon-Sun) 1 week 2 weeks
23 German as a foreign language Acquisition of the various language competences in homogenous groups, levels A1-C1 30 4-15 09.00-13.40 € 235 € 470
24 German as a foreign language Combination of group and individual lessons (IL), levels A1-C1 40 (incl. 10 IL) 4-15 09.00-16.15 € 525 € 1050

A la Carte Courses (Music, Sport, Art, Design)

Parallel to our intensive courses, we arrange various special courses in sport, music and art in cooperation with sports clubs, companies, music schools and other local organisations.

Selected courses: Football, handball, table tennis, tennis, basketball, field hockey, ice hockey, swimming and other sports; music lessons, art courses and floristry. Please note that the practice sessions are invoiced separately.

The fee reflects the number of hours booked and in particular the type of activity. For sports lessons only a small fee is normally required, payable to the sports club.

Top-quality piano lessons at university level; lessons are invoiced by the hour.
One-off placement fee: €255 (a successful placement cannot be guaranteed; if no placement is found, €150 will be refunded).

Music Practice Rooms

At no extra charge, we can arrange practice rooms for regular, independent practice of the piano or other musical instruments, or for voice training. For a monthly flat rate of approx. €150 our learners can practice the piano or their own musical instruments at a partner music school, every day, around the clock (24/7). Practice at the concert grand piano is available by special arrangement only.

Support with Official Matters (Registration with Authorities, Health Insurance, Bank and more)

Learners requiring a visa are offered the following services after arrival: support in practically all bureaucratic matters, convenient registration at the town hall, advice and appointment organisation for opening or activating a bank account, help with arranging German health insurance, checking documents for the Berlin immigration authorities and general information on extending visas.

Requirement: A language course of at least 12 weeks must be booked.

Fee: €275 (individual services, such as registration at the town hall, can also be booked separately for just €85).

Cultural Programme, Excursions

In addition to the school’s regular and often free cultural and leisure activities (see pages 8 and 9), we can also organise exclusive activities, for a supplement. Groups are accompanied by F+U staff or designated specialist personnel (e.g. external tour guides or course leaders). Options include company tours, sports in the Spreewald and full-day excursions to Hamburg, Leipzig or even Copenhagen, as well as concert and open-air cinema visits, cycling or boat tours. We will be pleased to provide a quotation for a programme tailored to suit your group’s interests and learning goals. languages.berlin@fuu.de

University Taster Course aol@hwtk

To complement our group and individual programmes, the F+U Academy of Languages Berlin offers exclusive, bespoke introductory courses in conjunction with the F+U University of Applied Sciences for Business, Technology and Culture (hwtk). Choose from the following subjects and their related disciplines:

- Business
- International Management
- Marketing and Public Relations
- Hotel and Tourism Management
- Mathematics
- Sports Management
- Business Informatics
- Law

Lessons take place at the Berlin Educational Campus in the afternoon or evening, as well as on a virtual online basis via our modern Flow Studios. We offer the following teaching languages: German, simple German, and English. Alternation between the introductory courses and additional language training (e.g., Business English or German for university) is also possible (see below). At the end of the course a certificate of participation showing the number of completed teaching hours is available. Prices and further information on request: languages.berlin@fuu.de

Sample Timetable

To access this course, you need to register with us. Please see page 12 for further details.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:00-12:15</td>
<td>Open German lessons A2 (20 TH/wk)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.00-15.30</td>
<td>Individual course: Business English B2 (6 TH/wk)</td>
<td>Taster course aol@hwtk: Programming for Beginners</td>
<td>Individual course: Business English B2 (6 TH/wk)</td>
<td>Taster course aol@hwtk: Principles of Marketing</td>
</tr>
<tr>
<td>16.00-17.30</td>
<td>Open F+U leisure activity (free)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**General University Advice**

At the school we offer a university advice service for our learners who upon completion of their course wish to begin a degree programme at a German state university. The service includes orientation and help in the selection of suitable universities/subjects, the preliminary check of application documents; assistance with applications up to three universities and the correction of letters of motivation/CVs.

Fee: €300.

**Special University Advice - hwtk**

Our language school is also the International Office of the state-accredited University of Applied Sciences - hwtk (Hochschule für Wirtschaft, Technik und Kultur) in Berlin. The hwtk offers primarily business-focused bachelor and master's degree programmes in German and in English. With ten specialisations in BA Business Administration - such as Hotel and Tourism Management or Marketing Communication and Public Relations - as well as three accessible modes of study (full, half-time and distance learning), the hwtk offers students the highest level of planning flexibility. The new BA International Management programme complements the profile of the university with an attractive range of courses in English, including an integrated period of study abroad, e.g. in New York. Our language school provides free assistance with all applications to the hwtk.

Our language courses and exclusive F+U language certificate (special fee: €75) qualify students for admission to the hwtk.

Further information on page 7 and at international.support@hwtk.de

**Provisional Admission Service**

We offer university application support for learners who have booked an intensive course of at least twelve weeks at our school and who require provisional university admission for their visa application. For the applications to up to two universities, we check the application documents, prepare the university applications, correct the letters of motivation/CVs and communicate with the universities. The processing time at the universities can take up to eight weeks; this should be taken into account in the application process.

**Admission requirement:** Evidence of the university admission qualification from the learner’s home country.

Fee: €450 plus any applicable processing fees charged by the respective university. In successful applications cannot be guaranteed. If the application is rejected by the university €200 of the administration fee will be refunded. The university’s processing fee is non-refundable.

See page 9 for further important information.

**Internships, Erasmus+**

Our unpaid internships are offered to young people (16+) keen to build on their intensive German course by playing an active role in our cultural programme and gaining an insight into the administration work at an international language school. Upon completion, a bilingual internship certificate (German/English) is available. Where required, non-EU nationals must provide a work permit for the internship (e.g. a Working Holiday visa).

All applicants are required to provide evidence that the internship either serves a vocational purpose (orientation internship) or is to be completed parallel to training or study; usually a copy of the enrolment certificate, the training contract or school contract is sufficient. Applications accompanied by a letter of motivation and a Europass CV should be submitted exclusively to languages.berlin@fuu.de.

**Processing fee:** €200.

Erasmus+ internships based in the school administration are also offered; please make sure your application is convincing and submitted as early as possible (limited availability). No processing fee.

**Cultural programme**

Groups are accompanied by a member of school staff. Unless otherwise indicated, only travel and staff costs are included in the fee. Announcements about cultural events can be found in notices in the school and online at news.fuu-languages.berlin. The minimum number of participants is also indicated in each case.

<table>
<thead>
<tr>
<th>Examples</th>
<th>Duration</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation tour of Berlin’s historical city centre</td>
<td>Approx. 2 hours</td>
<td>Free</td>
</tr>
<tr>
<td>Regular F+U ‘Stammtisch’ gatherings</td>
<td>Approx. 2 hours</td>
<td>Free</td>
</tr>
<tr>
<td>Cycling tours of Berlin’s most attractive districts</td>
<td>Approx. 2 hours</td>
<td>Free</td>
</tr>
<tr>
<td>Sports activities*</td>
<td>Approx. 2-3 hours</td>
<td>Free</td>
</tr>
<tr>
<td>River trips on the Spree (including audio guide)</td>
<td>Approx. 3-3 hours</td>
<td>From €16</td>
</tr>
<tr>
<td>Museum visits†</td>
<td>Approx. 2-3 hours</td>
<td>From €2</td>
</tr>
<tr>
<td>Cinema/open air cinema</td>
<td>Approx. 2-3 hours</td>
<td>From €7</td>
</tr>
<tr>
<td>Berlin Zoo / Tierpark</td>
<td>Approx. 2-3 hours</td>
<td>From €15</td>
</tr>
<tr>
<td>Excursions (half day)*</td>
<td>Approx. 5 hours</td>
<td>From €20</td>
</tr>
<tr>
<td>Excursions (all day)*</td>
<td>Approx. 8 hours</td>
<td>From €30</td>
</tr>
</tbody>
</table>

*Football tournaments, ice-skating, cycling tour, mini golf and more.
†Pergamon Museum, Deutsches Historisches Museum (German Historical Museum), Berlin Wall Museum, Topography of Terror Documentation Centre, Jewish Museum Berlin, Neues Museum (New Museum), Berlin Wall Memorial, German Museum of Technology, DDR (GDR) Museum, Neue Nationalgalerie (New National Gallery), Naturkundemuseum (Natural History Museum), Berlin-Hohenschönhausen Memorial, Gemäldegalerie (Art Gallery), Alter Nationalgalerie (Old National Gallery), Berliner Unterwelten-Museum (subterranean museum) and more.
‡Potsdam, forest high ropes course, Sachsenhausen Memorial, Filmpark Babelsberg and more.
§Spreewald, Hamburg, Leipzig, Dresden and more.

**Computer Courses (Microsoft Office, Webpage Design, Programming for Beginners)**

**Registration fee (for the first course):** €35 (group bookings of 3 or more people: €15 per person). Discounts (for large bookings) are only available for advance payment in full.

<table>
<thead>
<tr>
<th>Fee per TH (45 min.)</th>
<th>1 person</th>
<th>2 people</th>
<th>3 people</th>
<th>4 people</th>
<th>5 people</th>
<th>6 people</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3 trial lessons*</td>
<td>€33</td>
<td>€35</td>
<td>€40</td>
<td>€45</td>
<td>€48</td>
<td>€50</td>
</tr>
<tr>
<td>From 4 TH</td>
<td>€30</td>
<td>€33</td>
<td>€37</td>
<td>€40</td>
<td>€43</td>
<td>€45</td>
</tr>
</tbody>
</table>

*No registration fee charged.

We will be pleased to provide an individual quotation for larger groups, special IT programs or programming language and English-language IT lessons.

The lesson can also be offered in a wholly virtual format, wherever you are, via our modern Flow Studio supplement. 15%. Customer technical requirements: device with front-facing camera, microphone and loudspeaker/audio (e.g. laptop, smart phone or tablet) and a stable internet connection.
Charlottenburg Palace (17th - 18th century) - Residence of Friedrich II (‘The Great’) and other Prussian rulers. Following the death of the popular Queen Sophie Charlotte (1705) the palace and the village of Lützenburg were renamed Charlottenburg, and are still known by the same name today.

Arrival and Departure
A current list of our accommodation is available at rooms.fuu-languages.berlin

Move in: Sunday (10:00-21:00).
Moving in after 21:00 is only possible in exceptional cases, and must be confirmed in advance by no later than Friday (14:00) before your arrival; it is also subject to a €50 supplement. Moving in on Saturday (13:00-18:00) must be confirmed in advance and is invoiced as an extra day (see from page 23).

Move out: Saturday (by 12:00).
Moving out on Sunday (by 10:00 at the latest) must be confirmed in advance and is invoiced as an extra day (see from page 23).

• Please inform us of your exact arrival time by no later than Friday (14:00) before moving in. If you inform us any later, we will be unable to guarantee the handover of the key at your preferred time.
• In the event of a delay of more than half an hour, please telephone the named person for your key handover or your host family.
• Accommodation rates are calculated to take into account location (distance to school, attractiveness of the district) and furnishings/facilities of the accommodation. In all cases, please bear in mind that all our accommodation, including that in higher categories, has a ‘student’ character.

Use of PCs, Internet, Wi-Fi, Copier, Printer

• All F+U accommodation is usually equipped with free Wi-Fi. Please note, however, that this is a discretionary free service provided by the school, and that there may be network coverage fluctuations or temporary outages on the side of the service provider. In summer or for larger group arrivals we rent additional rooms to meet demand; information on their Wi-Fi facilities is available on request.
• Some of our host families permit the use of their computer or Wi-Fi network for a small additional charge. Details are available on request.
• Due to school opening hours (see page 9) you can use the guest PCs with free internet access in the library reading room (ground floor). High-speed broadband Wi-Fi is available throughout the school building at no extra charge.
• Compliance with German Internet Law in general and, in particular, our IT usage regulations is required at all times.
• The school copy room on the ground floor of the F+U Training Campus can be used for making copies or for printing (via USB). You will need to purchase and set up a copier account in the ground-floor library.

Cleaning of Rooms and Communal Areas
Please note that for the entire duration of your stay you are responsible for cleaning your room or private apartment. Rooms and private apartments are to be clean and tidy when vacated. Kitchens and bathrooms are to be kept clean, and kitchen waste must be taken out regularly. We recommend all flatmates agree to a clear and fair rota of duties. Communal areas are cleaned once a week by F+U.

Laundry
• Host family accommodation: Free use of the washing machine, usually once or twice a week.
• F+U Hostel and F+U Campus: Free use of washing machines and dryer exclusively for F+U Hostel or Campus residents.
• Shared apartments and private apartments: Coin-operated washing machines and dryers are available.
• Bed linen, towels: One set of bed linen is provided on arrival; please bring your own towels.
• Cooking utensils, cutlery, crockery: Residents share cooking utensils and crockery in the shared apartments. In the Hostel and Campus dining rooms each resident has their own locker, which contains crockery and cutlery sets. The locker and the crockery/cutlery sets must be clean and complete when you move out.
• Toiletries, washing-up liquid, personal hygiene: You are responsible for providing consumables such as soap, shower gel, washing-up liquid and toilet paper.
Meals, Cafeteria, Food Court
• All our accommodation is equipped with shared or private kitchens. Host Families provide meals as specified in the booking.
• Meals in partner restaurants (Sun-Sat) with vouchers, or in our school cafeteria: Breakfast: €50/week; lunch: €90/week; evening meal: €120/week.
• There are also countless restaurants and bistros close to the school. We recommend the nicely diverse food court in the nearby Mall of Berlin, which offers over thirty fast-food restaurnats, or the culinary variety of the shopping arcades at Potsdamer Platz (see page 3).

House Rules (Summary):
• In all F+U accommodation smoking is strictly prohibited in rooms and on the balconies/terrace.
• Kitchens and bathrooms must be left clean after use - crockery must be washed up and put away immediately.
• The nighttime quiet period from 22:00 to 06:00 is protected by law (federal state emissions regulations). During this time all residents must limit noise to room level.
• Visitors are permitted until 22:00 only, in all our accommodation. Visitors found in accommodation later than 22:00 are assumed to be an unregistered overnight guest (see below).
• If you would like to invite friends to stay overnight, permission must be obtained in advance from the accommodation administrator.
• Overnight stays cost €10 per person. Overnight stays without advance agreement incur a fine of at least one week’s rent. Occupants are liable for their guests.
• Violations of house rules may incur a fine; for repeated violations we reserve the right to terminate the rental agreement and language course without notice.
• Additional details are set out in the house rules and fee regulations provided on arrival.
• In host family accommodation the host’s own house rules apply.

Extension of Rental Contract, Change of Accommodation, Cancellation (Hostel, Campus, Shared Apartment, Private Apartment, Host Family)
Applications to extend the rental contract must be submitted four weeks in advance of the contract’s expiry. An extension of the rental contract cannot be guaranteed. If, despite compliance with the four-week notice period, the current room has already been reallocated, we guarantee the availability of a room in an alternative accommodation. In this instance, the fee for changing accommodation is waived. Extension requests received less than 14 days before contract expiry are subject to a processing fee of €50.

Cancellation of the rental contract: If the contract parties conclude a rental contract for a fixed term, in other words solely for a limited time period, an earlier ordinary cancellation of the rental contract is generally excluded (§ 542 h BGB - German Civil Code). However, as a gesture of goodwill we will permit the cancellation of the rental contract subject to the following conditions of notice:
- a. By Tuesday, 15.30 after moving in; Cancellation fee: one week’s rent.
- b. After this time, cancellation is only possible with four full rental weeks’ notice (Saturday to Sunday, plus a €75 cancellation fee.
- c. The administration fee is non-refundable if cancellation is confirmed by F+U, rent prepaid for the period after the amended contract expiry is refunded, minus the fees listed in points a, b and c above. Notice of the cancellation must be submitted in writing to the administration office during opening hours (Educational Campus, fifth floor).

Changes to bookings from host family accommodation to another category of accommodation, or from other categories to host family accommodation are possible subject to availability and a notice period of two weeks.

F+U Shared Apartments
Our reasonably-priced budget accommodation offers fully equipped shared kitchens. Bathrooms are shared with other F+U guests. Coin-operated washing machines are available. Wi-Fi can usually be accessed free of charge. Shops are located nearby. All shared apartments are situated within a radius of maximum 50 minutes’ travel time to the school.

<table>
<thead>
<tr>
<th>Duration</th>
<th>Rent per week and sleeping place</th>
<th>Extra day per sleeping place</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4 weeks</td>
<td>€120</td>
<td>€25</td>
</tr>
<tr>
<td>5-11 weeks</td>
<td>€150</td>
<td>€35</td>
</tr>
<tr>
<td>From 12 weeks</td>
<td>€180</td>
<td>€45</td>
</tr>
</tbody>
</table>

Examples of accommodation in F+U’s shared apartments

F+U Private Apartments
Our value-for-money private apartments consist of between one and three bedrooms, a fully-equipped kitchenette and a private bathroom. Wi-Fi is usually available free of charge. Coin-operated washing machines are available nearby. The booking of a multi-room apartment is only possible for joint booking of people the accommodation is usually in double occupation. The apartments are situated within a radius of maximum 50 minutes’ journey time to the school! Availability is very limited, so we recommend early booking.

<table>
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<tr>
<td>5-11 weeks</td>
<td>€200</td>
<td>€45</td>
</tr>
<tr>
<td>From 12 weeks</td>
<td>€230</td>
<td>€55</td>
</tr>
</tbody>
</table>

Examples of accommodation in F+U’s private apartments

F+U Campus Hall of Residence
Live directly in the school building, under the same roof as the language school and university of applied sciences! Within walking distance: Government district, Reichstag, Brandenburg Gate, Friedrichstrasse, German Chancellery, Tiergarten and Gleisdreieck Park, Berlin’s largest shopping mall (Mall of Berlin), Berlin’s largest MAC and much more. Easily reached by rail and underground. Small rooms (ca. 8 m²) and larger double rooms on the 4th and 5th floors of the Campus are fully equipped kitchens and dining areas with shared fridges and private crockery lockers, as well as WC and showers (gender segregated). The basement laundry room and Wi-Fi are free of charge.

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<td>€180</td>
<td>€45</td>
</tr>
</tbody>
</table>

Examples of accommodation in F+U’s Campus hall of residence

Changes to bookings
• Administration fee: €80; deposit €150 (for deposit refunds, please contact us no later than Wednesday, 16:00, before your departure).
• You will receive the name and address of the host family or accommodation approximately two weeks before moving in, and at the latest by Monday of the week you are scheduled to arrive. First, please book only the preferred accommodation or host family category.
• Double room bookings (DBL) are only possible for joint arrivals.
• Our dormitories (dorms with just 2,3 beds are available for learners aged 18 or over. It is customary that dorms are mixed (no gender segregation).
• For bookings of several beds in our dorms (groups, families), we can arrange to allocate accommodation in the same room or accommodation, but this cannot be guaranteed. We therefore recommend booking a private apartment.
• Discount for 10 or more people: 5%, off the rent, excluding host family accommodation.

Women-only shared apartments: For a supplement (25%) we guarantee accommodation in an apartment with only female occupants, and a female-only shared bathroom.

Postponed arrival, visa problems: If your arrival is postponed, e.g. due to a delay in issuing a visa, there is no need to worry. If the accommodation is booked to capacity, it is possible that the originally booked room/residence category can no longer be guaranteed. In this case we guarantee you accommodation in another half of residence and/ or residence category. The price difference resulting from a lower category is fully refunded; however, there is no extra charge if an upgrade is necessary. Cancellation of the accommodation with full refund of the rent is also possible, provided the cancellation is made within 24 hours of moving in.

Further details and information about our shared apartments, private apartments, hostels and Campus are available at rooms.fuu-languages.berlin

Transfer to and from your Accommodation
You can travel directly and cheaply with public transport between all Berlin airports and the city centre. Details and tickets are available on arrival from Berliner Verkehrsbetriebe (BVG) information desks or at www.bvg.de. At weekends we also offer an exclusive F+U transfer service (to be booked no later than Thursday, 14:00, before your arrival or departure). Other destinations within the city (hotels, private addresses) are booked by no later than Wednesday, 16:00, before your departure or departure).

<table>
<thead>
<tr>
<th>Destination</th>
<th>Route</th>
<th>One way</th>
<th>Both ways</th>
<th>Route</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berlin Central Railway Station</td>
<td>1.</td>
<td>€50</td>
<td>€90</td>
<td>2.</td>
<td>€66</td>
</tr>
<tr>
<td>tegel airport</td>
<td>3.</td>
<td>€75</td>
<td>€80</td>
<td>4.</td>
<td>€55</td>
</tr>
<tr>
<td>(Central bus</td>
<td>5.</td>
<td>€65</td>
<td>€80</td>
<td>6.</td>
<td>€40</td>
</tr>
<tr>
<td>station) (ZOB) at TV Tower</td>
<td>7.</td>
<td>€55</td>
<td>€70</td>
<td>8.</td>
<td>€60</td>
</tr>
<tr>
<td>Schonefeld airport</td>
<td>9.</td>
<td>€80</td>
<td>€95</td>
<td>10.</td>
<td>€115</td>
</tr>
</tbody>
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Examples of accommodation in F+U’s shared apartments

Examples of accommodation in F+U’s private apartments

Examples of accommodation in F+U’s Campus hall of residence

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• Further details and information about our shared apartments, private apartments, hostels and Campus are available at rooms.fuu-languages.berlin
External Accommodation

The F+U Academy Hostel Berlin is located just one underground stop or about a fifteen-minute walk from the school, near Potsdamer Platz. Each room has its own private bathroom, TV and a small private fridge. The comfortable, spacious shared kitchen and dining room and private lockers for crockery are located in the basement level. Residents have free use of Wi-Fi and washing machines. Private parking in the courtyard is available for a fee (€25/week). Opposite the Hostel is a large, newly-built sports and recreation park (Gleisdreieck), where you can play basketball, beach volleyball, table tennis and much more, as well as jog and skates. Also nearby is a world-famous Berlin Craft Beer brewery and bistro. The neighbourhood has a number of appealing, reasonably priced hotels - ideal for occasional visits by friends and family.

We are also happy to assist you with booking guesthouses, holiday homes, hotels and youth hostels.

Service charge: € 150. Quotations on request; depending on the size, location, furnishings/facilities and season, the weekly rent is between €200 and €2,000. Hotels in all price categories are located near the school. It is also possible to arrange beds in Berlin's youth hostels and private hostels. 

F+U Academy Hostel Berlin

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F+U Host Families

Our Berlin host families are carefully-selected small families, couples and single people, often with many years’ experience in hospitality, who enjoy intercultural exchanges and enthusiastically act as representatives on behalf of their international guests and for Berlin’s big city life. Please give us plenty of notice of any preferences, allergies or illnesses. We endeavour to find the perfect family to meet your needs.

Options (25% supplement): Guaranteed Wi-Fi; English-speaking host family.

External Accommodation

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The Reichstag building (1894); seat of the German Bundestag (parliament) since 1999.
Throughout the year, there are 200-270 people participating in our morning and afternoon intensive courses. The average age of our learners is approximately 23 years old; most learners are focused on intensive preparation for their degree studies at a German university. During the summer months, our guests are from a variety of age groups and have different learning goals. Our evening courses are popular with working people aged between 25 and 35 who have no time to study during the day. Our company training teachers visit employees typically aged between 30 and 45 in their place of work to teach them German or English, or languages such as Chinese and Arabic.

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Facts and Figures

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F+U International Boarding School

- For young people aged 14 and over
- 24-hour supervision
- Individual support
- Pedagogically qualified staff
- Spacious twin rooms with own shower and WC
- Internet connection
- Full, varied leisure programme
- 24/7 telephone service
- Language courses at the F+U Academy of Languages with subsequent school programmes at the Heidelberg Private School Centre

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- Realschule secondary school
- Vocational Gymnasium secondary school
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- International Baccalaureate® diploma programmes

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BA Business Administration*

- 10 specialisations, including Hotel and Tourism, Marketing Communication and Public Relations: Event, Trade Fair and Conference Management and many more

BA International Management

- With integrated international semester in attendance mode, e.g. in New York

BSc Informatik und Management*

MA Business Management & Development

- Dual Study
- Full-time Study
- Distance Learning

- Entry possible with basic German skills (A2)*
- No tuition fees in the dual study programme**
- Wide range of cooperating companies in the dual study programme
- Individual support, career service
- Study in the heart of the capital city, near Potsdamer Platz, with the language school under the same roof

**Entry possible with German A2 level.
**Tuition fees are usually covered by the cooperating company.

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Our Mission Statement

Language is the key to the world.
Foreign languages are the key to foreign worlds.

Ever since 1995, the F+U Academy of Languages, the nationwide language institute of the non-profit F+U Group of Companies, has set itself the goal of opening doors and new personal and professional horizons for its customers in individual and company training courses, in intensive group lessons as well as in professionally qualifying language training. We work in accordance with the guidelines by which we want to be measured at all times - not only by external-quality certifications according to DIN EN ISO 9001 (since 1999) and AZAV (since 2005), but also by each individual customer.

Our values
We are committed to tolerant, open-minded interaction among learners, teachers and school administrators. Languages not only serve the purpose of communication, but also promote understanding of other people and cultural spheres. A high level of intercultural competence is both our ideal and our teaching objective. We are committed to the principle of performance. Intensive, goal-oriented language acquisition requires not only a high degree of willingness to perform on the part of the learner, but also of the school to create the right corresponding framework conditions. By selecting competent, experienced teachers and practice-oriented teaching materials, we facilitate focused learning, free of distraction, as well as individual counselling services that extend beyond the classroom. This is why we are committed to service and customer focus. We work with people and for people. We make time for every concern. We not only help to determine personal learning goals and potential educational qualifications (certificates, university applications), but also assist with administrative matters and the organisation of accommodation.

Our customers
People of all ages from more than a hundred countries attend our German and English courses all year round in order to prepare for their studies or career. Those who love language learning and are ambitious to achieve as much as possible within the shortest time find themselves in good hands - and warmly welcome - in our morning and evening intensive courses. Companies, diplomatic missions and public authorities trust our flexible, bespoke, in-house training courses or send their employees to the distraction-free learning environment of our academy. Anyone who recognises that language is not only a means of communication, but also a business card - both for those who are speaking and those they represent - will identify with our personalised programmes. Not everyone is a team player or keen to follow the rules of the game set by others. In addition to English, German, French, Spanish, Russian, Chinese and Japanese in their standard and specialised variants (e.g. test preparation or business language), we also offer many more of the world’s languages in flexible individual programmes. Our native-speaker teachers welcome motivated individual students as well as couples or smaller groups of friends who prefer inexpensive private tuition without sacrificing quality and exclusivity. All learning achievement deserves to be celebrated with a certificate. Those who are not satisfied with our free certificates of participation can take leading internationally recognised language examinations, here in our institute.

Our goals
At the beginning of the shared journey, the goal of what is to be achieved must be as precise and realistic as possible. And the journey must end with your complete satisfaction as a customer - with yourself and with us. This is how your goals become our goals.

Our services
- Extensive selection of language courses: Intensive courses in the morning, consolidation courses in the afternoon, evening courses, company training, individual, duo and small group lessons, exam preparation
- Extensive selection of accommodation: F+U Academy Hostel exclusive to our learners, F+U shared accommodation, host families
- Extensive selection of language exams, e.g. TestDaF, telc, TOEFL®
- Extensive selection of special services, e.g. computer courses, educational leave, music lessons, sports, university advice, assistance with authorities, provisional admission
- Close ties to the F+U University of Applied Sciences for Business, Technology and Culture (hwtk) in the same building
- Highly qualified trainers experienced in teaching and examinations
- Varied leisure and cultural programme
- Excellent accessibility thanks to a central location between Potsdamer Platz and Anhalter station
- Great value for money
- Flexible study centres between all F+U locations (Lessons on Tour)

Our resources
The most important resource of the F+U Academy of Languages Berlin is our highly motivated team of teachers, administrators and assistants. We see ourselves as a team and welcome our customers as new members of this team. Flat hierarchies and an open-door policy are just as much a part of the way we work together as a friendly, respectful atmosphere in the school and its accommodation.

Colleagues in other F+U language centres and cooperation partners all over the world - agencies, schools and authorities - support the Berlin team both nationally and internationally.

Our classrooms near Berlin’s vibrant but historic Potsdamer Platz are cases of calm and focused learning. The close proximity to the F+U University of Applied Sciences for Business, Technology and Culture (hwtk) is both spatial and programmatic: both parts are linked to a permeable educational network, which is intended to promote exchange between learners and students, language teachers and professors, events and courses.

Successful learning
For over thirty-five years, the F+U Group of Companies has stood for successful, consistent learning at all ages and educational levels with its wide range of schools, universities and academies. In keeping with this tradition, the F+U Academy of Languages Berlin stands for academically demanding language learning - across all age groups, areas of application and levels of knowledge - that is as rapid as it is sustainable.

View of the Spanish Steps with the “Pedestrian Ribbon”. This open, airy ensemble of buildings in the Government and Parliament District symbolises the democratic connection between East and West. As well as between the people and their government.
Language Courses in Berlin
Arabic, Bulgarian, Brazilian Portuguese, Chinese, Croatian, Czech, Dutch, English, French, German, Greek, Hungarian, Italian, Japanese, Polish, Portuguese, Romanian, Russian, Spanish, Swedish, Turkish and more

International Test Centre
TestDaF, telc, TOEFL®, TOEIC®, LCCI, ECDL, OnSET, TestAS, and more

State Recognised Vocational College for Foreign Languages
Foreign Language Correspondence Clerk, European Secretary, Multilingual Correspondence Clerk, Translator

Worldwide Language Tours
England, Ireland, Malta, USA, Canada, Australia, France, Italy, Spain, Portugal, Central and South America, Russia, Japan, China and more

Commercial College of Further Education
Business Administrator, Business Specialist and more

Vocational College
Elderly Care Support, Healthcare Support, Occupational Therapy and more

Academy24
Extra-occupational further education

Heidelberg Private School Centre
Gymnasium and Realschule secondary schools, bilingual primary school, bilingual Gymnasium, vocational schools, International Baccalaureate®

International Prep School
Preparation for the Feststellungsprüfung University Entrance Exam

International University of Cooperative Education
Bachelor degree programmes in the dual-study system

University of Applied Sciences for Business, Technology and Culture
Bachelor and master’s degree programmes: dual-study, full-time or distance learning

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F+U moving-in service: +49 160 94718460
F+U emergency number: +49 30 2005977-10
(Voicemails are regularly checked, also outside school hours)

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instagram.fuu-languages.berlin

Sunset over Berlin. The view from the Victory Column across the Tiergarten and the Hansa Quarter to Charlottenburg.